



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Office Assistant (Typing)

SALARY:	Range L \$2003-\$2435 Range M \$2172-\$2641	POSITION NUMBER:	363-640-1379-001
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Fulltime	FINAL FILING DATE:	Until Filled

DUTIES:

Under the direction of the Assistant Manager of the Personnel Services Branch, provides clerical support for the Classification and Compensation Division which is responsible for the effective administration of the State's Classification Plan and salary administration program. Duties include the following:

- Perform receptionist duties for the division including greeting visitors and answering all incoming and forwarded telephone lines for the Division. Screen calls and redirect callers as necessary utilizing overall knowledge of DPA's functions and responsibilities. Type phone messages to staff using a personal computer.
- Type various documents for the division staff including memos, letters, legislative bills, and reports.
- Maintains various division tracking systems. Provides data input into databases.
- Open and deliver incoming mail for the Division. Process mail-outs by typing labels and envelopes either on a typewriter or personal computer.
- File documents in the division fileroom. Scan documents for filing on Docushare.

DESIRABLE QUALIFICATIONS:

- Work independently
- Good organizational skills
- Dependable
- Good work ethics
- Good communication skills

WHO MAY APPLY:

Applicants who have status as an Office Assistant or are on an eligibility list for Office Assistant; or have transfer eligibility to an Office Assistant. After an initial screening of applications, only the most qualified persons will be selected for an interview.

SUBMIT APPLICATIONS/RESUMES TO: Department of Personnel Administration
1515 S St., No. Bldg., Suite #400
Sacramento, CA 95814
Attn: Susan Tune
Classification and Compensation Division

RPA 06-058

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.